



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Agency Services Representative 1 [Classified Competitive]			Salary \$29,191.57 - \$40,569.46
Posting Number 43-16	Position Number 936948	Number of Positions 1	Posting Period * From: 2/25/16 To: 3/10/16
Location: Epidemiology, Environmental and Occupational Health (EEOH) Communicable Disease Service/Vaccines for Children Program 135 East State Street Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of a supervisory official: Reviews daily vaccine orders (including influenza vaccine) from participating offices for appropriateness and/or completion and accurately disposes of/resolves any issues with provider vaccine orders. Provides feedback to participating offices regarding ordering issues and accurately records feedback within the provider's record.</p> <p>Provides information to the public regarding program requirements. Answers basic or routine questions, explains rules, and provides technical help with all systems used by the program. Verifies the completeness and accuracy of information on all documents submitted to the program. Sorts, indexes, and files all documents according to established guidelines and procedures. Maintains all essential records and files.</p> <p>Assists in processing yearly re-enrollment applications submitted to the program from participating VFC provider offices. Reviews these applications for accuracy and completeness.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>One (1) year of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p>OR</p> <p>Successful completion of the six (6) month training period as an Agency Services Representative Trainee</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Susan Way, Executive Assistant 1 Epid., Environmental and Occupational Health Reference Posting #43-16 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTEEOH@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***